



PLAN REVIEW APPLICATION GUIDELINES

Updated 2/11

These guidelines are not final requirements. The Health and Human Services Department may require additional information based on your type of operation and menu.

1. **All food establishments are required to have a Person in Charge (PIC) who is a Certified Food Manager. If the Certified manager is not present at the facility there has to be a designated PIC who can demonstrate the same level of knowledge as is required for the Certified Food Manager.**
2. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. Include:
 - Proposed menu, list any food that will be prepared overnight, seating capacity, and projected daily meal volume for food service operations.
 - Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited Certification program (when applicable).
 - All new or replaced refrigeration equipment must be capable of cooling and holding food at a maximum of 41°F.
 - All existing refrigeration equipment must be evaluated by a Refrigeration Specialist and certified to be capable of cooling and holding food at a maximum of 45°F. All refrigeration equipment must be capable of cooling and holding food to a maximum of 41°F by March 1, 2005.
3. Show the location and when requested, elevated drawings of all food equipment.
 - Each piece of equipment must be clearly labeled on the plan with its common name.
 - Submit drawings of self-service hot and cold holding units with Sneeze guards.
 - Designate clearly on the plan equipment for rapid cooling, including Ice baths and refrigeration, and for hot-holding potentially hazardous foods. Label all sinks and designate their use e.g. hand washing, utensil cleaning, vegetable prep, meat/protein prep.
4. Provide the room size, aisle space, space between, behind and the placement of the equipment on the floor plan.
5. Show all auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation: Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks



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- b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases..
- c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead wastewater lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections.
- d. Lighting schedule with protectors:
 - (1) At least 540 lux (50 ft candle) at food prep areas where employees work with sharp or mechanical equipment.
 - (2) 220 lux (20 foot candles) at food service/preparation areas.
 - (3) 110 lux (10 foot candle) in storage areas.
- e. Source of water supply and method of sewage disposal.
- f. A color-coded flow chart demonstrating flow patterns for:
 - Food (receiving, storage, preparation, service)
 - Food and dishes (portioning, transport, service)
 - Dishes (clean, soiled, cleaning, storage)
 - Utensil (storage, use, cleaning)
 - Trash and garbage (service area, holding, and storage)
- g. Ventilation schedule for each room.
- h. A service/mop sink or curbed cleaning facility with facilities for hanging wet mops.
- i. Cabinets for storing toxic chemicals.
- j. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.
- k. Site plan (plot plan).